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DDA 83-0054/41  
14 October 1983

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 14 October 1983

1. Progress reports on tasks assigned by DCI/DDCI:

None.

2. Items/events of interest:

a. Chief, Counterterrorism Branch, Office of Medical Services, participated in a workshop on The Contemporary Aspects of International Terrorism [REDACTED]  
Following the workshop she traveled [REDACTED]  
officials on terrorism/counterintelligence.

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d. During the week of 3 October, traffic consultants began looking for ways and means to obtain more parking on the Headquarters compound and elsewhere for employees who will temporarily lose their parking places in West Lot when construction commences on the new building and the parking garage.

e. The first request under the Quality of Life Program has been received from the Office of Medical Services. This request includes requisitions for exercise equipment, for painting the gymnasium area, and for upgrading the air handlers in that area.

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g. The Career Trainee Development Course (CTDC), which began on 11 October with 42 students, is the largest class since October 1981. The group includes one student who is a Presidential Management Intern.

h. Lieutenant Colonel Lyman B. Kirkpatrick, Jr., U.S. Army Representative on the Foreign Language Training Committee, requested information on the Agency's Language Incentive Program in anticipation of installing a similar program for approximately 20,000 eligible personnel.

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3. Significant activities anticipated during the coming week:

As noted in last week's report, the DDA will be on TDY in East Asia from 17 - 30 October attending the East Asia Support Officer Conference

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